



**GEORGINA**

# Employment Opportunity

Town of Georgina Human Resources  
careers@georgina.ca



## Secretary Treasurer Committee of Adjustment (Job ID#2026.70T)

<b>Department:</b>	Development Services
<b>Division:</b>	Development Planning
<b>Location:</b>	Hybrid
<b>Status:</b>	Temporary, Full Time (July 2026 – September 30, 2027)
<b>Hours of Work:</b>	35 hours per week
<b>Reason:</b>	Temporary Vacancy
<b>Number of Positions:</b>	1
<b>Wage Range:</b>	\$38.88 - \$43.20 per hour
<b>Date Posted:</b>	July 2, 2026
<b>Date Closing:</b>	July 16, 2026

### **Come work with us!**

Employment with the Town of Georgina offers an opportunity to make a positive difference in our community. We are a progressive, forward-thinking organization focused on continuous improvement, innovation and providing exceptional customer service. We offer a collaborative team environment and an excellent place to take charge of your career.

### **Position Purpose:**

As an appointed officer, acts as Secretary-Treasurer for the Committee of Adjustment in fulfilling all statutory requirements under the Planning Act and other relevant legislation to administer the Committee of Adjustment function, and provide administrative, management and clerical support for the Committee. ***For full details and qualifications, please see attached job description.***

### **Minimum Qualifications**

Post-secondary diploma in planning, planning technology, law clerk, or public administration. Other combinations of relevant education and experience may also be considered; Membership in the Ontario Association of Committee of Adjustment and Consent Authorities with an *Accredited Committee Secretary Treasurer (ACST)* designation would be considered an asset; Successful completion of the OACA “Primer on Planning” course will be required within 6-months of starting date if the candidate does not have a post-secondary education in planning; Two (2) years of progressive experience in an administrative capacity within a public or private sector land use planning office, law office, or other public sector environment;

### **How to apply**

Qualified applicants are invited to submit a resume and cover letter, identifying the Job Title and Job ID#. Please apply by visiting the [georgina.ca/careers](https://www.georgina.ca/careers) no later than 11:59 p.m. on the closing date. The assessment process may include a practical test and/or interview.

### **Committed to diversity and a barrier-free environment**

The Town of Georgina is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We encourage applications from people with disabilities and will accommodate the needs of applicants under the [Ontario Human Rights Code](#) and the [Accessibility for Ontarians with Disabilities Act \(AODA\)](#) throughout all stages

of the recruitment and selection process. Please advise the Human Resources Team if you require an accommodation(s) and we will work with you to meet your needs throughout any stage of the process. Please be advised that this information will be treated in a confidential manner.

We thank all candidates for their interest, however only those being considered will be contacted.

Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection. Further information concerning the collection of personal information should be directed to the Human Resources Manager, Town of Georgina, 26557 Civic Centre Road, Keswick, ON L4P 3G1 905-476-4301

## **JOB DESCRIPTION**

### **PRIMARY FUNCTION**

As an appointed officer, acts as Secretary-Treasurer for the Committee of Adjustment in fulfilling all statutory requirements under the Planning Act and other relevant legislation to administer the Committee of Adjustment function, and provide administrative, management and clerical support for the Committee.

### **SUPERVISION RECEIVED**

**Supervisor of Development Planning**

### **DIRECTION EXERCISED**

None

### **WORKING PROCEDURES**

Administers all aspects of the operation of the Committee of Adjustment in accordance with the *Planning Act*, *Municipal Act*, and all other applicable regulations and procedural by-laws;

Oversees and provides advice to the Committee in the performance of their duties and assists the general public through the application process;

Implements the delegated authority to issue "Certificates of Official", in accordance with the *Planning Act*, and accepts all responsibilities and duties associated therein;

Responsible for management and coordination of the processing of Committee of Adjustment applications;

Receives and reviews formal submission of applications for completeness, in accordance with statutory requirements of the *Planning Act*, municipal requirements, and departmental practices;

Calculates, prepares, and issues invoices for Committee of Adjustment application fees;

Prepares and circulates statutory Notices in accordance with the *Planning Act*;

Prepares and publishes Committee agendas and makes necessary preparations and accommodations for virtual, hybrid, or in-person hearings;

Responds to inquiries received from the general public, Council members, other levels of government, agencies, and staff regarding Committee of Adjustment files, operational procedures, and the role and responsibility of the Committee;

Reviews and co-ordinates correspondence received from commenting departments, individuals, and agencies for consideration by the Committee;

Attends all Committee of Adjustment hearings, and ensures that all legal, administrative and statutory obligations are met for business to be conducted before, during, and after all hearings;

Prepares decisions, including terms and conditions for application approval, or reasons for refusal of application, by the Committee;

Prepares an accurate record of all Committee proceedings including the preparation and publication of meeting minutes including video timestamping of agenda items;

Provides procedural advice to ensure that meetings are run in a professional manner and in accordance with the Town's Procedural Bylaw;

Tracks the clearance of imposed conditions on Committee decisions pertaining to provisional consents and minor variances;

Reviews reference plans prepared by an Ontario Land Surveyor (OLS) and the draft property deeds prepared by the proponent's Solicitor, and works with both to ensure plans and deeds accurately reflect approvals;

Issues Certificates of Official and prepares Cancellation of Consent Certificates;

Maintains official records of all Committee of Adjustment applications and decisions, and all other official business of the Committee in accordance with the Town's records retention policy within the Town's record management and application tracking systems;

Updates Committee of Adjustment application data within the Town's application tracking system and prepares reports as required including quarterly data reporting to the Ministry of Municipal Affairs and Housing;

Assists in the formulation and implementation of operational procedures for the Committee functions to achieve compliance, processing improvements and cost reductions;

Liaises with Committee Chair on terms of reference, annual workplan, meeting format, agenda review, training, and ensures that all Committee members are aware of related Corporate policies and follow these throughout the course of their work on the Committee;

Assists in the Supervisor in the management of the Committee fiscal responsibilities regarding budget, expenses, and honorariums;

Ensures Committee member accreditations in Ontario Association of Committees of Adjustment and Consent Authorities (OACA) are current, and makes arrangements for Committee members' professional development;

Prepares required document package for appeals of decisions to the Ontario Land Tribunal (OLT), including affidavits, submission forms, staff reports, Committee agendas, minutes, and all other related materials;

Updates and maintains the Committee of Adjustment webpage, including posting of general information regarding the function of the Committee, procedures for applications, yearly meeting schedule, agendas and minutes;

Assists Division staff with responses to enquiries regarding municipal addressing and street naming requests.

Assists Division staff with the implementation of the Civic Numbering Bylaw and Street Naming Policy, including the assignment of civic addresses and street names and the circulation of appropriate documentation and notifications to emergency service providers, Canada Post, landowners, and other stakeholders;

Assists Division staff in supporting the Street Naming Working Group including organizing meetings, preparing notices, agendas, minutes, and reports to Council;

Supports the Next Generation 9-1-1 program in consultation with internal and external stakeholders as required;

Undertakes research as requested by the Supervisor, Manager, or other Division staff;

Provides customer service and relieves other Department staff at the Development Services customer service desk during peak times, holidays, breaks, lunch periods and other absences;

Performs other duties as required; and,

Complies with the Occupational Health and Safety Act and other applicable legislation and the Town's Health and Safety Program, procedures and best practices.

**The above statements reflect the general details considered necessary to describe the principal functions and duties of the position and will not be construed as a detailed job description of the work requirements that may be inherent in the job.**

#### **SKILL/KNOWLEDGE REQUIREMENTS:**

Post-secondary diploma in planning, planning technology, law clerk, or public administration. Other combinations of relevant education and experience may also be considered;

Membership in the Ontario Association of Committee of Adjustment and Consent Authorities with an *Accredited Committee Secretary Treasurer (ACST)* designation would be considered an asset;

Successful completion of the OACA "Primer on Planning" course will be required within 6-months of starting date if the candidate does not have a post-secondary education in planning;

Two (2) years of progressive experience in an administrative capacity within a public or private sector land use planning office, law office, or other public sector environment;

Working knowledge of the *Planning Act* with respect to the Committee of Adjustment including statutory requirements;

An understanding of land use planning, municipal government, and procedural rules or rules of order;

Demonstrated experience in agenda preparation, minute taking, and attention to detail ;

General working knowledge of real estate transactions and the land registry system;

Ability to interpret and apply relevant legislative requirements, guidelines and directives to prepare correspondence and documents;

Ability to read and interpret construction drawings, surveys, land descriptions, and legal documents;

Excellent oral and written communication skills and proficiency in grammar, spelling, and public speaking;

Demonstrated ability to respect and maintain confidentiality and to communicate effectively, courteously and tactfully with the general public, the development industry, all levels of staff, external government agencies/authorities including within stressful and confrontational situations;

Excellent organizational skills to maintain filing and application tracking / monitoring systems;

Ability to prioritize, work well independently and manage work with minimal supervision;

Ability to meet strict/tight deadlines, complete multiple tasks simultaneously, and manage conflicting priorities;

Problem solving and decision-making skills, with the demonstrated ability to handle and resolve situations, utilizing knowledge of policies, practices and procedures;

Proficient programs such as MS Office, Excel, Adobe,,

Available to attend evening meetings;

**Up to one (1) year on the job for the period of adjustment, orientation and adaptation**